

Product/Service

Data Governance Advisory Group (DGAG) Charter Template

About

This template was created by the Data and Analytics CoE to help agencies as they build a Data Governance Advisory Group (DGAG) Charter. Reference links contained within should be validated for accuracy and currency before finalizing. Other templates include an Office of the Chief Data Officer and a Data Governance Steering Charter accessible on the [Data and Analytics CoE](#) page. This has been created as a template and not to be interpreted as guidance.

How to Use

Review the notes in blue boxes.

The blue-shaded note boxes provide context, strategic thinking, and helpful hints on adapting each section for your agency. **Delete these boxes before finalizing the document.**

Example:

Notes on completing this section:

In section 4, define the functions and responsibilities required for the OCDO to lead the agency through data-related technical, management, and policy challenges and gather resources to address these challenges.

✘ ***Delete this note when you have finished writing this document.***

Replace all highlighted place-holder text.

Example:

- [Agency] is establishing an Office of the Chief Data Officer (OCDO) to
- Meet its statutory requirements
 - Comprehensively put into place federal policy and corresponding guidance

Use non-highlighted text as boilerplate language.

This can be used as-is for general purposes, or modified to more appropriately show the agency's specific approach.

Example:

Leadership and Guidance

- A. Establish, communicate, and enforce a comprehensive lifecycle data management strategy that promotes data-driven mission delivery and modern mission support across the enterprise and through program office

This sample content is acceptable in its initial state, but is general. If you have more specific ideas for how your agency would address this need, customize the text accordingly.

Delete notes and instructions.

Delete this instructional section prior to the start of the template itself, as well as the notes in blue boxes throughout the template.

Charter Template Starts Here



Data Governance Advisory Group (DGAG) Charter

[Agency Name]

Charter Version: **x.x**

Last Updated: 00/00/0000

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Approvals

Notes on completing this section:

At a minimum, require the agency CIO and CDO to sign off on this charter. Decide whether other agency executives (administrator, secretary, etc.) should also sign off by asking who the relevant leadership is regarding OCD direct customers. Include those executives from whom the CDO will require buy-in and collaboration to succeed. These executives could include key business lines and data owners and leaders who work closely with communities impacted by the agency's work. You can include any number of agency leadership.

✗ Delete this note when you have finished writing this document.

The following [agency] executive leaders and staff must approve this charter:

_____	_____
[Agency Chief Information Officer]	Approval Date
_____	_____
[Agency Chief Data Officer]	Approval Date
_____	_____
[Other Agency Personnel (TBD)]	Approval Date
_____	_____
[Other Agency Personnel (TBD)]	Approval Date

Revision History

Update the charter’s revision history after each review and modification of the document. In the log, list the version number, revision date, a brief description of the changes, and the author.

Notes on completing this section:

Ensure that OCDO updates and maintains this revision history.

✘ **Delete this note when you have finished writing this document.**

Sample

Version No.	Date	Author	Revision Description
1.0	MM/DD/YYYY	CDO	Initial DGAG charter
1.1	MM/DD/YYYY	CDO and CFO	Draft revisions under CDO
1.2	MM/DD/YYYY	CDO and Advisory Group	Modified charter based on data governance structure envisioned in OCDO Charter

Version No.	Date	Author	Revision Description
1.0			
1.1			
1.2			
1.3			
1.4			
1.5			
.....			

1. Purpose

Notes on completing this section:

This charter establishes the Data Governance Advisory Group and communicates the DGAG's organizational role to stakeholders.

M-19-23 does not require an advisory group; however, an advisory group can help identify data opportunities that require resources and send these opportunities to the DGSC.

The DGAG will consist of operational managers and technical SMEs who use and manage specific data sets. The DGAG will create a backlog of data opportunities, including value propositions, and prioritize them internally before sending them to the steering committee to determine which projects to fund.

This charter below is generic and can apply to many federal agencies. Customize it to meet your agency's needs. Reevaluate the goals stated to ensure they match your agency priorities.

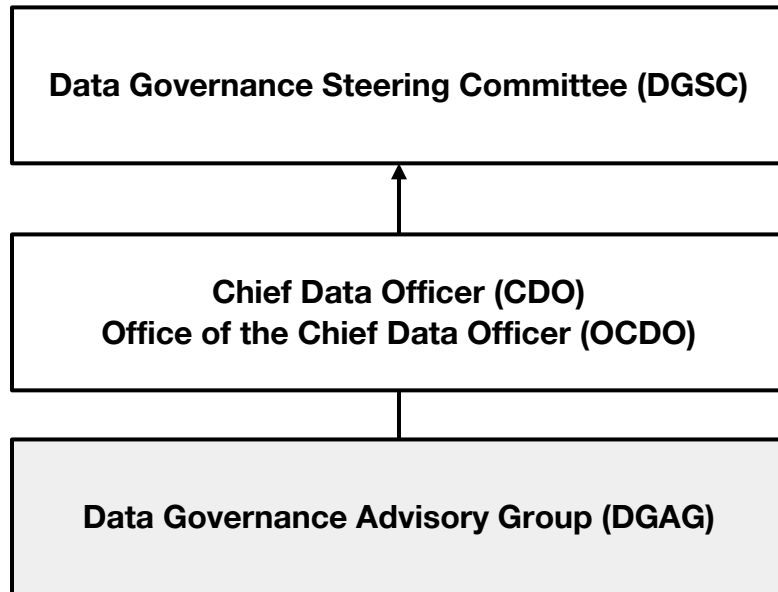
X Delete this note when you have finished writing this document.

The Data Governance Advisory Group (DGAG) core responsibility is to support and elevate **[agency]**'s lifecycle data management needs to the Data Governance Steering Committee (DGSC) for resourcing decisions. To support this responsibility, the DGAG helps identify, analyze, and provide broad feedback on key functional and technical components of **[agency]**'s enterprise data governance strategy as updated by the Office of the Chief Data Officer (OCDO) and authorized by the DGSC. This may include matters related to data access and accessibility, privacy, security and use, data governance, data sharing (internally and externally), data integration, data warehousing, information architecture, data quality, data standards, and metadata management.

The DGAG is also responsible for helping the OCDO identify and prioritize data governance and analytics needs and ensuring that enterprise-wide policies and procedures are effectively implemented. The DGAG helps the OCDO achieve its goals by liaising with the data stewards and advancing use of the **[agency's]** data as a valued asset.

The DGAG channels critical information between the OCDO and data stewards/practitioners. It explains how to effectively implement policies and procedures specific to the identified functional areas (FAs). Figure B-1 below shows DGAG's position within **[agency]**'s overall data governance reporting structure.

Figure B-1: [Agency] Data Governance Reporting Structure



2. Background

The Foundations for Evidence-Based Policymaking Act (Evidence Act) mandates activities related to evidence-building, data management, data access, and information protection.¹ Corresponding guidance issued by the Office of Management and Budget (OMB)², as well as the 2019-2020 Federal Data Strategy (FDS) Action Plan³, requires all federal agencies to establish an inclusive and empowered data governance body.

¹ “The Foundations for Evidence-Based Policymaking Act of 2018.” P.L. 115-35 Jan. 14, 2019. <https://www.congress.gov/115/plaws/publ435/PLAW-115publ435.pdf>

² “Phase 1 Implementation of the Foundations for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel, and Planning Guidance.” M-19-23. Office of Management and Budget. July 10, 2019. Pg. 5. <https://www.whitehouse.gov/wp-content/uploads/2019/07/M-19-23.pdf>

³ “Draft 2019-2020 Federal Data Strategy Action Plan.” Federal Data Strategy Development Team. June 2019. Pg. 11. <https://strategy.data.gov/assets/docs/draft-2019-2020-federal-data-strategy-action-plan.pdf>

To ensure that [agency] develops and implements comprehensive, effective, and efficient data governance activities, [agency] is establishing the OCDO, the DGSC, and the DGAG to support enterprise data governance.

The DGAG, which has an established legacy of data governance activity at [agency], will continue to provide advice and support, though in a slightly revised role: the new DGAG will bridge the gap between [agency]'s many data stewards and the OCDO office charged with developing policies and procedures. They will provide subject-matter expertise and leadership in the four identified data governance functional areas (loans, grants, subsidies, and operations). They will work to advance and mature the OCDO's enterprise data governance.

3. Goals

The goals of the DGAG are as follows:

- Elevate lifecycle data management needs to the DGSC for resourcing decisions;
- Help the OCDO establish and adjust strategic priorities and execute initiatives and help to ensure that these priorities and initiatives are focused equitably across the geographies and communities impacted by the [agency];
- Identify and prioritize discrete data governance and analytics projects;
- Help enhance data governance across the enterprise through historical knowledge and domain expertise;
- Empower data stewards across the agency to implement and adhere to data policies and procedures;
- Increase sharing and reuse of data to reduce cost and time to develop, implement, and maintain information systems;
- Make the [agency's] data more accessible, reliable, accurate, secure, inclusive, and understandable;
- Provide an enterprise understanding of [agency] programmatic business information needs and data assets;
- Help develop and promote a common data vocabulary to increase [agency]'s ability to exchange data within and outside the department; and,

- Serve as, and support the development of, a cadre of highly qualified data experts across the [agency] enterprise.

4. Operation

The DGAG will hold regularly scheduled monthly meetings. The CDO or members of the OCDO may request ad-hoc meetings with the DGAG for issues related to [agency] data governance requiring immediate attention.

At the CDO's discretion, monthly DGAG meetings may include all DGAG members, or may include only those members supporting a particular data governance functional area (see DGAG Functional Area Boards below).

5. Membership

Notes on completing this section:

Members of the DGAG are highly customizable, but should include operational staff with direct involvement with data systems and the communities impacted by your agency's work. Tailor your board structure to best fit your agency's needs.

✘ ***Delete this note when you have finished writing this document.***

Sponsor

The CDO will officially oversee DGAG activities and be responsible for designating the DGAG chief data steward and DGAG functional area boards. These positions will typically be filled by members of the OCDO team to ensure programmatic continuity.

Chairperson of the DGAG

The chief data steward or an alternate so named will chair the DGAG. The chief data steward is responsible for managing the DGAG's day-to-day activities, including scheduling and setting the meeting agendas.

DGAG Functional Area Boards

The DGAG functional area boards represent their respective business functional areas and communicate challenges and needs to the broader group.

OCDO functional area advisors will lead functional area meetings when held. Also, the functional area boards review proposed policies and procedures, and advise other DGAG members and data stewards about potential impacts to their business area.

DGAG Members

All relevant DGAG members or designated alternates are to attend the meetings of the DGAG to discuss challenges, identify needs, and propose data governance projects for the CDO to consider. Members or designated alternates must be authorized to make decisions for the office they are representing on matters within the scope of DGAG responsibilities and to participate fully regarding agenda items.

Each [agency] primary office listed below will designate one or more staff in order to adequately address data governance questions relevant to them in terms of loans, grants, subsidies, and operations.

Types of staff participating as members should include: system owners, data owners, and data analysts.

- Administrative Office 1
- Administrative Office 2
- Administrative Office 3
- Administrative Office...
- Program/Mission Office 1
- Program/Mission Office 2
- Program/Mission Office 3
- Program/Mission Office...
- Office of the Chief Financial Officer
- Office of the Chief Operations Officer
- Office of the Deputy General Counsel
- Office of the Chief Procurement Officer
- Office of the Chief Human Capital Officer
- Office of Public Affairs

In addition, representatives from key IT initiatives with significant data governance components will be invited to participate as members of the DGAG.

6. Authority

Federal legislation and guidance specify the establishment of a data governance body within each federal agency, of which the DGAG is an integral component. The DGAG will require the backing of [agency] executive leadership, especially the CDO, collaboration of the OCDO, and support from the DGSC to operate effectively and manage data as a strategic asset across the enterprise.